UNIVERSITY STYLE AND FORMAT GUIDELINES FOR
THESES, PROJECT REPORTS, AND DISSERTATIONS

California State University, Long Beach

May 2016

Thesis and Dissertation Office
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Approved By:

Cecile Lindsay, Ph.D.
Vice Provost for Academic Affairs & Dean of Graduate Studies

1 Please Note: This manuscript presents rules and procedure; it does not exemplify the basic format to be used in theses, project reports, and dissertations. It is intended to serve as an information source of the style and format required for preparation of theses, project reports, and dissertations. This version of the university formatting manual is subject to change.
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PREFACE

The University Style and Format Guidelines for Theses, Project Reports, and Dissertations (also referred to as the University Guidelines Manual) will take precedence over all departmental style manuals or journal citation methods. A uniform look for all manuscripts, across all disciplines, is a requirement of the University.

All candidates are required to submit the thesis, project report, or dissertation to the Thesis and Dissertation Office for format and style evaluation. Failure to adhere closely to the university and/or departmental style may result in a rejection of the manuscript for that submission period and denial of graduation for that term. The candidate would then be required to submit the manuscript during a future submission period. In addition, this would require re-filing any necessary enrollment and graduation paperwork with Enrollment Services (please refer to the subsection “Rejection of the Manuscript” for further details).

Requirements for the degree are not fulfilled until university and departmental format and style approval has been granted by the Thesis and Dissertation Manuscript Format Evaluator. The candidate and his or her committee are responsible for presenting to the Thesis and Dissertation Office a manuscript that meets all university and departmental regulations.

The Thesis and Dissertation Office staff can help interpret and clarify the University’s formatting requirements. The candidate may email questions and
The Thesis and Dissertation Manuscript Format Evaluator is also available for consultations by appointment.

The Manuscript Format Evaluator holds pre-submission consultations appointments at the beginning of each submission period. Most students email samples of their manuscripts for review but appointments can be made for a consultation in the Thesis and Dissertation Office. Appointments generally run about 20 minutes. The candidate should bring to the appointment sample pages from the manuscript and any questions he or she may have for the Manuscript Format Evaluator. For online or walk-in consultations, the manuscript does not need to be complete; it should be in chapter format. The evaluator will sit with the candidate and discuss any major areas that may not conform to the prescribed format regulations.

Additional resources are available on the Thesis and Dissertation Office website, Internet address: http://www.csulb.edu/library/guide/serv/

Mini Manuscript (example of the basic format of the manuscript; use the Mini Manuscript and not this document as a model for formatting your manuscript)

Format Guidelines PowerPoints

Templates of Formatted Manuscript Pages

Submission Process Timeline

Departmental Style Guides List

Submission Deadlines

Thesis and Dissertation Office Staff
May 2016
CHAPTER 1
REGULATIONS GOVERNING THE MASTER’S DEGREE FOR THESES AND PROJECT REPORTS

Definition and Regulations for Graduate Theses and Projects

Introduction

Theses and projects submitted in partial fulfillment of the requirements for a graduate degree at this University shall meet the following definitions quoted from the amendment to Section 40510, Title 5.

A thesis is the written product of the systematic study of a significant problem. It identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished product evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation. Normally, an oral defense of the thesis will be required.

A project is a significant undertaking appropriate to the fine and applied arts or to professional fields. It evidences originality and independent thinking, appropriate form and organization, and a rationale. It is described and summarized in a written abstract that includes the project’s significance, objectives, methodology, and a conclusion or recommendation. An oral defense of the project may be required.

Students shall be held responsible for understanding the definition of a graduate thesis or project as outlined above and must follow the format guidelines prescribed by the department in which the thesis or project is completed.

Students, acting in accordance with prevailing college and department policies, shall be responsible for selecting a suitable thesis or project advisor.

2 This academic policy was recommended by the Academic Senate on May 11, 1995, and received the concurrence of the President on May 31, 1995. This policy statement supersedes PS 83-06.
Each student preparing a thesis or project proposal shall prepare it in accordance with prevailing college and department guidelines.

The preparation and acceptance of graduate theses and projects shall be governed by the processes, procedures, duties, and responsibilities outlined below.

Colleges and Programs

Each college shall be accountable for the quality of graduate theses and projects completed through each of its departments.

Each college dean shall ensure that procedures exist for the establishment of thesis and project committees and for the guidance of thesis and project students consistent with this policy statement.

College deans shall ensure that all theses and project reports have been properly reviewed by the thesis or project committee and the Manuscript Format Evaluator and that required corrections and changes are made before theses or project reports are submitted for placement in the University Library.

Departments

Each department shall prepare procedures for the establishment of thesis or project committees and for the guidance of thesis or project students consistent with those established by their college and consistent with this policy statement.

Prior to approval, departments should determine that a thesis or project proposal is consistent with the available space, equipment, facilities, and qualified faculty. The University does not assume responsibility for supplying everything that a student might need in order to complete a thesis or project.

Departments in which theses or projects are required shall establish procedures to ensure that all students develop as a part of their graduate education the requisite research skills and knowledge appropriate to the completion of acceptable theses or project reports.

Each department shall develop a procedure to monitor thesis or project progress each semester following student enrollment in Thesis or Project 698.

Departments shall be responsive to any extraordinary circumstance that may develop during the thesis or project effort over which the student, thesis or project committee, or the department have no control such as reduction in funding, equipment failures, unobtainable supplies, departure of qualified faculty, denial of access to needed data, et cetera. In most cases, an amended graduate program, a
redesigned thesis or project proposal, or a reassignment of faculty to the thesis or project committee will be sufficient to alleviate the circumstances.

Thesis or Project Committees

A student’s thesis or project committee shall consist of at least three members qualified in the areas relating to the thesis or project. At least two shall be full-time faculty members at CSULB, one of whom must be tenured or tenure track. The chair of the thesis or project committee must be tenured or tenure track from a department authorized to offer a graduate degree. The thesis committee must be approved by the department chair and graduate or thesis advisor.

Normally the chair of the committee also serves as thesis or project director, but this is not necessarily so. The thesis or project director must be a person qualified in the specific area of the thesis or project, but need not be a tenured or tenure-track faculty member. When the thesis or project committee includes a thesis or project director who is not the chair of the committee, this person may be identified on the thesis or project report approval page as Thesis Director or Project Director.

The committee shall be responsible for the guidance of the student throughout the thesis or project effort. Any change in the composition of the committee requires justification and must be approved by the appropriate department graduate advisor and college dean or director of graduate studies.

If the college or department offering the degree funds the workload credit generated by the thesis director or committee chair, prior approval of such workload by the college dean or department chair is required. In the absence of such prior approval, the thesis director or committee chair will not be reimbursed for the workload generated in connection with the thesis or project.

Before agreeing to serve on a thesis or project committee, the prospective members shall review the thesis or project topic and determine that they possess the requisite expertise to serve on such a committee, and that sufficient resources and materials exist and are reasonably available to the student to support such a study.

Thesis or project committee members shall review the research competence of the thesis or project student before approving a thesis or project proposal.

Thesis or project committee members shall advise and direct students in their thesis or project work and ensure that the thesis or project meets the standards and definition of a thesis or project specified in the first section.
Thesis or project committee members shall determine the grade to be awarded for completion of the thesis or project; and by signing the thesis or project report signature page, thesis or project committee members certify that they have determined that the thesis or project meets required standards of scholarship, format, and style of the discipline.

**Thesis or Project Committee Chairs**

Thesis or project committee chairs shall determine that the student has the proper preparation in terms of course work and research skills to pursue the proposed thesis or project.

In departments where this function is not carried out by graduate advisors, thesis or project committee chairs shall advise the student in the selection of other members for the thesis or project committee, ensuring that the other members are appropriate to the proposed thesis or project effort.

Thesis or project committee chairs shall be the major contact point with the student and shall oversee the other committee members’ work with the student.

Thesis or project committee chairs shall assure that the editorial and format standards appropriate to the mechanical preparation of a thesis or project are followed.

Thesis or project committee chairs shall establish guidelines for the student and timetables to be followed to ensure completion of the thesis or project in a reasonable time.

Thesis or project committee chairs shall arrange for the oral defense of the thesis or project when required.

The thesis or project committee chair is responsible for canvassing the committee and reporting the grade agreed upon by its members. After the approval page has been signed by the committee and by the dean, and the completed thesis or project report has been reviewed by the Manuscript Format Evaluator for conformance with prescribed format criteria, the final grade shall be submitted.

**Manuscript Format Evaluator**

Students shall consult the Manuscript Format Evaluator for information, advice, and assistance on the mechanics of preparing a completed thesis, project report, or dissertation. The Manuscript Format Evaluator shall verify that each manuscript meets the format criteria prescribed by the department or program and by the
University, and that it meets all procedural requirements for manuscripts imposed by the University.

All theses, project reports, and dissertations must be acceptable for archiving in the University Library.
CHAPTER 2

REGULATIONS GOVERNING THE DOCTORAL DISSERTATION

Executive Order 991: Doctor of Education Degree Programs

This executive order is issued in conformity with Sections 66040 through 66040.7 of the California Education Code and Sections 40050.1, 40100, 40511, and 40512 of Title 5 of the California Code of Regulations. This executive order establishes minimum requirements, policies, and procedures that shall apply to all Doctor of Education degree programs offered solely by the California State University (CSU). This executive order does not address requirements of Doctor of Education programs offered jointly with other institutions. Campuses may establish policies in addition to those stated herein.

Article 1. Authorization

In accordance with Education Code Section 66040.3 and Title 5 of the California Code of Regulations Section 40050.1, the California State University is authorized to award the Doctor of Education (Ed.D.) degree in Educational Leadership. The degree shall be offered only in the discipline of education and shall focus on the knowledge and skills needed by administrative leaders for possible service in either California public elementary and secondary school (P-12) or community college settings.

Article 2. Partnerships

CSU Ed.D. degree programs shall be offered through partnerships in which representatives from California public elementary and secondary schools and community colleges, as appropriate, shall participate substantively in program design, candidate recruitment and admissions, teaching, dissertation development, and program assessment and evaluation.

Article 7. Ed.D. Program Student Examinations and Dissertation

7.1 Ed.D. degree conferral shall require successful completion of three major examinations and a dissertation. Students shall be required to pass each major examination within two attempts.

7.1.1 The qualifying examination shall include a rigorous written assessment of student knowledge; the examination must be passed prior to the student’s advancement to candidacy. Policy governing qualifying examinations appears in Article 7.2.

7.1.2 The dissertation proposal examination shall evaluate the candidate’s readiness to proceed with the dissertation research. Passing this examination shall constitute formal approval for the candidate to proceed with the proposed dissertation research, subject to Institutional Review Board approval as necessary. Policies governing dissertation proposals and dissertation proposal examinations appear in Articles 7.3.4 and 7.3.5.

7.1.3 The dissertation shall be the written product of systematic, rigorous research on a significant educational issue. Policy governing dissertations appears in Article 7.3.

7.1.4 The final examination shall be an oral defense of the candidate’s dissertation.

7.2 Qualifying Examination

7.2.1 Content

The content of the qualifying examination shall be determined by the members of the Ed.D. program faculty.

7.2.2 Timing

The qualifying examination shall be administered at a time in the program sequence when the student’s mastery of essential elements of the core leadership and methodological concepts can be fairly evaluated and when the student is considered ready to begin formal dissertation research.

7.2.3 Function of the Qualifying Examination Committee

A qualifying examination committee shall evaluate student performance on the examination. Unanimous agreement of the qualifying examination committee is required for the candidate to pass the examination.
7.2.4 Membership of the Qualifying Examination Committee

The qualifying examination committee shall have a minimum of three members, including the chair. The qualifying examination committee chair shall be a tenured or tenure-track faculty member of the campus administering the Ed.D. program and except in special cases shall be a member of the Ed.D. program faculty. Special cases shall be reviewed and decided by the core doctoral faculty. At least two members of the committee shall be members of the Ed.D. program faculty whose primary affiliation is with the CSU campus administering the Ed.D. program, at least one of whom shall be a member of the core doctoral faculty as defined in Article 12. The committee may include a member who holds an appropriate professional position in a P-12 institution, a community college, or another postsecondary educational institution.

7.3 Dissertation Proposal Examination, Dissertation, and Final Examination

7.3.1 Dissertation Requirements

In accordance with Section 40511 of Title 5 of the California Code of Regulations, CSU Ed.D. programs shall require the completion of a dissertation conforming to the following minimum criteria:

a. The dissertation shall be the written product of systematic, rigorous research on a significant educational issue and in accordance with a proposal that has been approved pursuant to Articles 7.3.4 and 7.3.5. The dissertation is expected to contribute to an improvement in public P-12 or community college professional practices or policy, generally or in the context of a particular educational institution. It shall evidence originality, critical and independent thinking, appropriate form and organization, and a rationale for the research problem examined.

b. The dissertation shall identify the research problem and question(s), state the major theoretical perspectives, explain the significance of the undertaking, relate it to the relevant scholarly and professional literature, set forth the appropriate sources for and methods of gathering and analyzing the data, and offer a conclusion or recommendation. It shall include a written abstract that summarizes the significance of the work, objectives, methodology, and a conclusion or recommendation.

c. Opportunities for students to complete work in support of the dissertation shall be embedded throughout the Ed.D. curriculum.
7.3.2  Dissertation Committee

7.3.2.1  Function of the Dissertation Committee

The dissertation committee shall provide guidance and supervision for development and completion of the dissertation.

7.3.2.2  Membership of the Dissertation Committee

The dissertation committee shall have a minimum of three voting members, including the chair, and all committee members shall have appropriate expertise in educational practice or policy. The committee shall include at least two tenured or tenure-track faculty members of the CSU campus administering the Ed.D. program, and at least one member who is primarily affiliated with a California P-12 institution or community college. The tenured or tenure-track faculty members shall be drawn from the core doctoral faculty or affiliated doctoral faculty, as defined in Article 12.1, or shall meet the standards of Article 12.2.1. The campus program director may approve an exception to the membership criteria stated above, pursuant to Article 12.2.2 or Article 12.2.3, if the individual nominated has expertise particularly relevant to the candidate’s dissertation research.

7.3.2.3  Dissertation Committee Chair

The dissertation committee chair shall provide primary supervision for dissertation research. The chair shall be a tenured or tenure-track faculty member on the campus administering the Ed.D. program, and in most cases shall be a member of the core doctoral faculty, as defined in Article 12.1. Special circumstances may arise in which a tenured or tenure-track faculty member who is from the campus but who is not a member of the core doctoral faculty may serve as the dissertation committee chair if such service is approved by the core doctoral faculty in accordance with program procedures.

7.3.2.4  Appointment of Dissertation Committee

The student and advisor together shall propose the membership of the student’s dissertation committee. The proposed membership shall be forwarded to and determined by the campus official authorized to approve composition of the committee.

The Ed.D. program director may allow the replacement of a committee member, based on the evaluation of a rationale provided by the student or committee member making the request.
7.3.3 Institutional Review Board Approval

Appropriate Institutional Review Board (IRB) approval shall be obtained to conduct any research involving human subjects. Failure to obtain required IRB approval prior to collection of data on human subjects may disqualify a student from further use of those data. The dissertation committee chair shall advise the student regarding human subjects review requirements and compliance with IRB regulations.

7.3.4 Dissertation Proposal

A student shall submit a dissertation proposal for approval, following the procedures and format established by the Ed.D. program faculty and the campus. The dissertation proposal shall contain, at a minimum, a description of the problem, a review of the relevant literature, a statement of the research question, and a description of the research methodology. The proposal shall contain either:

a. human subjects research documents that have been submitted to the Institutional Review Board regarding the proposed dissertation research or

b. required materials pertaining to human subjects research that have been completed but not yet submitted to the Institutional Review Board.

7.3.5 Dissertation Proposal Examination

7.3.5.1 Function and Membership of the Dissertation Proposal Committee

The dissertation proposal examination shall be conducted by a three-member dissertation proposal committee, all of whom shall have appropriate expertise in educational practice or policy. The membership shall include two tenured or tenure-track faculty members from the CSU campus administering the Ed.D. program and at least one member who is primarily affiliated with a California P-12 institution or community college. The dissertation proposal committee shall review the dissertation proposal. The committee may require that the student present the proposal orally to the committee and respond to committee members’ questions about the proposal.

7.3.5.2 Decision of the Dissertation Proposal Committee

The dissertation proposal committee shall communicate formally its decision in writing to the student, indicating approval, approval with modifications, or lack of approval. In order for the student to proceed with the formal conduct of the dissertation research, the student shall have received written approval of the
proposal by the dissertation proposal committee and written Institutional Review Board notification that human subjects review requirements have been met.

7.3.5.3 Resubmission of a Dissertation Proposal

If the dissertation proposal committee decision is “approval with modifications” or “lack of approval,” the committee shall communicate to the student in writing the process and expectations for resubmission. The committee shall review the revised and resubmitted proposal and communicate to the student in writing the committee’s decision.

7.3.6 Final Examination: Oral Defense of Dissertation

The final examination shall be an oral defense of the dissertation, administered by the dissertation committee. Approval of the dissertation and recommendation that the Ed.D. degree be conferred shall require unanimous agreement of the dissertation committee. In the event that the committee requires substantive changes to the dissertation, the final vote of the committee will be postponed until the changes are completed.

7.3.7 Submission of the Approved Dissertation

The student shall be required, after successful completion of the final examination and approval of the dissertation, to submit the approved dissertation to the appropriate campus entity in conformity with campus policy. The dissertation format shall conform to campus requirements for dissertation manuscripts. For the degree to be conferred in a particular term, the dissertation shall be submitted by the deadline specified by the program and campus.
CHAPTER 3

GENERAL PROCEDURES AND PUBLISHING REQUIREMENTS FOR SUBMITTING MANUSCRIPTS

The committee and departmental graduate adviser approve the content of theses, project reports, or dissertations. The Thesis and Dissertation Office examines the thesis, project report, or dissertation for the following elements:

1. University style and format (contains ProQuest publishing regulations and University regulations for a unified look across all colleges);
2. Departmental style and format;
3. Grammatical consistency.

However, the candidate and the committee are responsible for presenting to the Thesis and Dissertation Office a manuscript that meets all departmental and University regulations.

Requirements for the master’s or doctoral degree are not fulfilled until the thesis, project report, or dissertation has been approved by the committee members and the college designee, and the manuscript has been cleared for archiving in the University Library. The thesis, project report, or dissertation requirement for the degree is not complete until (1) the signature/approval page complete with all signatures signed on the page has been received by the Thesis and Dissertation Office by 5 p.m. on the date of the submission period deadline (dates are specified on the Thesis and Dissertation Office
website); (2) the manuscript and any supplemental files (in digital format) have been uploaded to the online ProQuest database, which includes payment of fees to ProQuest; and (3) all format and style revisions have been approved by the Thesis and Dissertation Office and the manuscript has been released to ProQuest for electronic publishing.

**Deadlines**

The deadlines for submission of a master’s thesis, project report, or the doctoral dissertation to departmental committees can be obtained from the department committee and/or graduate adviser.

Deadlines for submission to the Thesis and Dissertation Office can be obtained by consulting the Thesis and Dissertation Office web page (available at: http://www.csulb.edu/library/guide/serv/), or by contacting the Thesis and Dissertation Office directly.

Thesis and Dissertation Office deadlines are strictly enforced. It is the responsibility of the candidate to allow enough time for the following: (1) the oral examination, defense, presentation, or final reading; (2) obtaining all committee member signatures and the college designee signature (dean or associate dean, department chair or director, or other faculty member as determined by each department); (3) graduate advisor or departmental approval memo or letter (only when mandated by candidate’s department); (4) delivering the fully signed signature page to the Thesis and Dissertation Office by 5 p.m. on the deadline date; and (4) uploading a PDF of the manuscript to the ProQuest online database.
Time Commitment and Personal Deadlines

The candidate should note the time commitment involved in submitting the manuscript to the Thesis and Dissertation Office. The entire evaluation and corrections process can take two to three months. If a salary raise, job offer, or doctoral program, et cetera, is contingent upon having the transcript posted by the end of the term, it is the responsibility of the candidate to ensure all requirements are met in a timely manner.

Manuscripts are evaluated in the order in which PDFs are uploaded to the ProQuest online database. The Thesis and Dissertation Office makes every effort to adhere to a four-week turnaround for the initial evaluation of each manuscript and a one-week turnaround for corrections evaluation.

Oral Examination, Defense, Presentation, or Final Reading

The oral examination, defense, presentation, or final reading should be scheduled at least one to two weeks prior to the final deadline date for submission to the Thesis and Dissertation Office. This will allow candidates time to make any necessary final adjustments to the manuscript, to obtain committee and college designee signatures on the signature/approval page, and to obtain any necessary departmental releases. Candidates should be aware that the college designee (dean or associate dean or department chair or director or other faculty member as determined by the department) may have a 24- to 48-hour (or longer) turnaround time for reviewing the final copy of the thesis, project report, or dissertation before signing the signature/approval page.
Committee and College Designee Signatures

Candidates must obtain the original signatures of all the committee members and the college designee (dean or associate dean or department chair or director or other faculty member as determined by the department) on the signature/approval page of the thesis, project report, or dissertation prior to submitting the signature/approval page to the Thesis and Dissertation Office and uploading the PDF online.

All signatures on the signature/approval page must be original signatures; committee members cannot designate someone else to sign or initial for them. The signature pages are retained by the Thesis and Dissertation Office and are not uploaded online as part of the PDF.

Department Release Form

After the committee members and the college designee (dean or associate dean or department chair or director or other faculty member as determined by the department) have signed the signature/approval page, the candidate may need to obtain a signed department release form (if such a form is required by his or her department or college). The signature/approval page as well as the department release form should be submitted to the Thesis and Dissertation Office.

Electronic Submission of Thesis, Project Report, or Dissertation

Before electronic submission of a project report, or dissertation, the candidate must present the original signed signature/approval page and a signed departmental release form (if required) to the Thesis and Dissertation Office. The Thesis and
Dissertation Office retains the signature/approval page in hard copy for two years and then stores it in digital format.

Upon presenting this material, the candidate will receive information about how to upload a PDF of the manuscript and any supplemental multimedia materials (if applicable) via the ProQuest online database. A grace period of one week is allowed for the candidate to upload materials. It is recommended that the candidate use his or her name for the name of the PDF and multimedia files that are uploaded to the ProQuest online database.

**Online Author and Document Information**

At the time that the candidate uploads the PDF and supplemental files to the ProQuest online database, he or she is required to create an account with information about the author and the document. The information required is: title of the work, author name, CSULB student identification number, completion of ProQuest’s publishing agreement, delay of online release requested or not, search engine access allowed or not, copyright registration requested or not, degree date, degree awarded, name of department, names of committee members, and a brief abstract of the work.

Most of this information can be revised or updated at any time. However, the author name cannot be revised. If changes to the candidate’s name are needed, a new account may need to be created and the original account withdrawn. (The candidate will be refunded by ProQuest for any payment to set up an account that is later withdrawn.) It is important to enter the last name and the first name in the correction spaces. The
lettering of the author name should be an upper case letter for the first letter only of each name (for example, Kerry Smith).

Rejection of the Manuscript

All submitted theses, project reports, and dissertations must meet the following standards: (1) University regulations; (2) departmental regulations; and (3) graduate level grammatical considerations. The Thesis and Dissertation Office will notify the candidate, on behalf of Academic Affairs, of his or her failure to meet the thesis, project, or dissertation requirement for that semester.

Manuscripts with formatting errors so numerous that the manuscript does not meet even minimum standards will result in the manuscript being rejected for that submission period and a denial of graduation for that term. Candidates would not have the opportunity to make format and style revisions for that same term. Candidates would be required to submit the manuscript during a future submission period. In addition, this may require re-filing any necessary enrollment and graduation paperwork with Enrollment Services. Please check with the departmental graduate advisor or Enrollment Services for more information at that time.

Completing Format and Style Corrections

The initial evaluation of the manuscript’s format and style may take up to four weeks from the day on which the PDF of the manuscript was uploaded (or from the first day of the submission period if the signature page was submitted earlier than the first day). Provided the candidate passes the initial evaluation, the candidate will have two weeks to make the corrections and upload a revised PDF from the day he or she receives
an email from the Thesis and Dissertation Office that a PDF with formatting notes is available online. The evaluator may take up to one week to evaluate the revised PDF. If all corrections were made throughout the manuscript and nothing was altered incorrectly, the manuscript will be released to ProQuest for electronic publication.

Candidates are afforded only two revision attempts. If numerous format and style revisions are still incomplete after the second revision attempt, the manuscript will be rejected and the candidate will be required to submit his or her manuscript for a future submission period. This may require re-filing any necessary enrollment and graduation paperwork with Enrollment Services. Please check with the departmental graduate advisor or Enrollment Services for more information at that time.

**Thesis, Project Report, and Dissertation Content Research Advisement**

The candidate must consult regularly with his or her committee during the period of manuscript preparation. The committee chair is responsible for advising the candidate on matters such as protection of human and animal rights, copyright compliance and the use of nonsexist language. Questions regarding the protection of the rights of humans (Institutional Review Board [IRB]), animal subjects (Institutional Animal Care & Use Committee [IACUC]), bio-safety, and/or technology (Transfer/Patents and Copyrights) should be directed to the Office of University Research.

**Format and Style Advisement**

It is the responsibility of the candidate to ensure that all format and style regulations for the department and the University have been followed.
In addition to the *University Style and Format Guidelines for Theses, Project Reports, and Dissertations* (also referred to as the University Guidelines Manual), each department has a required style manual or journal citation method. The Thesis and Dissertation Office staff can inform the candidate which style manual or journal citation method has been required for manuscript preparation by his or her department. The Manuscript Format Evaluator can provide clarification and the standard interpretation of the formatting rules found within these styles, with the final approval falling on the committee chair.

**Pre-Submission Consultations**

Pre-submission consultations are reserved for candidates who will be submitting for the current term. These appointments generally begin two weeks before the first day of a submission period and end two weeks into a submission period.

Online consultations are usually conducted through email. The candidate can email specific questions or attach portions of the manuscript to an email for the evaluator to review and add comments to. The Manuscript Format Evaluator makes every effort to respond within three working days to online consultation requests.

Appointments for walk-in consultations are scheduled by contacting the Thesis and Dissertation Office. These appointments generally run about 20 minutes. The candidate is asked to bring samples from the manuscript, the style manual or journal citation method used, and specific questions to the appointment.
Computer Graphics Software

Many computer graphics packages give satisfactory results for producing figures for the thesis, project report, or dissertation. If the candidate is uncertain whether or not a graphics package is satisfactory, the candidate may consult the Manuscript Format Evaluator for approval prior to preparing the illustration for inclusion in the original manuscript.

Fee Requirements

Candidates must pay for electronic publishing of the thesis, project report, or dissertation in the ProQuest Dissertations and Theses database. The fee (currently $95) is paid online directly to ProQuest when the candidate creates an account in order to upload the PDF.

The candidate may also order and pay for bound copies of the manuscript at this time. Binding charges include the cost of binding and shipping any personal copies to the candidate. The candidate is not required to order any bound copies.

Publishing Agreement Form for Master’s or Doctoral Candidates

Each master’s or doctoral candidate submitting a thesis, project report, or dissertation online must complete ProQuest’s publishing agreement as part of the online submission process. This agreement gives ProQuest permission to make and sell copies of the thesis, project report, or dissertation to any institution or individual who requests a copy. The author of the manuscript retains all copyright or publishing rights to the manuscript.
Open Access Publishing

The University requires that all master’s and doctoral candidates publish via ProQuest’s “Open Access” publishing method. No exceptions are allowed. Embargoes are only accepted by letter of permission from the candidate’s committee chair. Candidates can deliver a hard copy of the letter of permission to the Thesis and Dissertation Office, or they can have the committee chair email the letter of permission using a CSULB email address.

Registering Your Claim of Copyright

Copyright privileges reside with the author (that is, the master’s or doctoral candidate) immediately upon creation of the work. Registering a manuscript with the Copyright Office is not required.

If the author wishes to register his or her copyright, but prefers not to handle the details, ProQuest provides the service of registering for copyright. The author will be required to pay a service charge to ProQuest in addition to the copyright registration fee charged by the Library of Congress.

The author also has the option to register for copyright directly, using the Copyright Office website:  http://www.copyright.gov

Distribution of Bound Copies of Theses, Project Reports, or Dissertations

If bound copies of the manuscript have been ordered, ProQuest will have those copies delivered to the address specified at the time the order was made. The candidate should look for delivery of bound copies about two months after receiving a clearance.
letter from the Thesis and Dissertation Office. If bound copies have not been received within this time, the candidate should inform ProQuest.

The candidate is responsible for keeping ProQuest informed of his or her current delivery address.

If errors in binding are found, or if the number of bound copies ordered is incorrect, the candidate must notify ProQuest. The Thesis and Dissertation Office does not handle these business details and, therefore, cannot assist the candidate in these matters.

**Hiring a Typist, Formatter, or Editor**

Each candidate is ultimately responsible for the proper format preparation, submission, and correction of his or her own thesis, project report, or dissertation. If a candidate has hired a typist, formatter, or editor, the University is not a partner in contracts or agreements negotiated between the candidate and the typist and has no liability for any conditions that may result from such agreements.
CHAPTER 4

COPYRIGHT COMPLIANCE

Use of Copyrighted Material in a Thesis, Project Report, or Dissertation

Federal copyright law reserves certain rights, including the right to modify or reproduce original materials, exclusively to the author, whether or not such material is published. A candidate who plans to modify and/or reproduce any copyrighted material, published or unpublished, outside of fair or education use must obtain written permission to do so from the originator, or copyright holder. The Manuscript Format Evaluator, or Thesis and Dissertation Office staff, do not check, verify or confirm if all copyright permissions have been obtained by the candidates (authors). However, for the candidate’s convenience, a sample copyright permission request is available on the Thesis and Dissertation Office website. Copies of each permission release should be uploaded to the online ProQuest database at the same time that the PDF manuscript is uploaded. The candidate should keep the original copies.

When permission to reproduce and/or modify the material has been obtained, a statement to that effect should be added below the item being reproduced. If the copyright holder does not specify wording for the permission statement, the following bibliographic information should be displayed in the format prescribed in the style manual designated by the candidate’s department: author, title, edition number,
city of publication, publisher, date of publication, volume number, page numbers on
which the materials appear, and the statement “Reproduced with permission.”

The Responsibility of the Thesis and Dissertation Office

The Thesis and Dissertation Office staff and the Manuscript Format Evaluator
cannot advise candidates in copyright matters. It is solely the responsibility of the
candidate to pay careful attention when researching the information available on
copyright so that he or she may make an informed decision. Candidates should read
through the Fundamentals of Copyright and Fair Use presented by the Office of General
Counsel for the California State University (located through our website or through the
CSULB main website). Candidates should also research the United States Copyright
Office website for guidelines on the limitations of “fair use” and information on whether
or not permission must be obtained to use copyrighted material in their published
manuscripts (http://www. copyright.gov/).
CHAPTER 5

REQUIREMENTS FOR ALL MANUSCRIPTS

Chapters 5 and 6 describe requirements and format rules for theses, project reports and dissertations. Please note that this document—the University Guidelines Manual—does not use the basic formatting rules that are required for candidates’ manuscript. Refer to the Mini Manuscript, available on the Thesis and Dissertation Office web pages for page-by-page examples of format using University Guideline Manual rules.

Candidate’s Name

Within all thesis, project report, or dissertation information, notably the title page and abstract as well as the hard copy signature/approval page and the online account on the ProQuest database, the candidate must be consistent in the format of his or her name. The name used should match the name in his or her official university records and use uppercase letter only for the first letter of each name.

Thesis, Project Report, or Dissertation Date

The date on the preliminary pages—the title page and abstract—as well as the hard copy signature/approval page is the end month and the year of the semester or session for which the thesis, project report, or dissertation is accepted (e.g., Winter = January; Spring = May; Summer = August; Fall = December).
Committee Signature/Approval Page

It is the candidate’s responsibility to create and print out a signature/approval page and obtain all signatures before delivering it to the Thesis and Dissertation Office. The signature/approval page is created as a separate document from the manuscript, and a signature/approval page should not be part of the PDF uploaded by the student. A template (in Microsoft Word format) of the signature/approval page is available online on one of the Thesis and Dissertation Office web pages. On the signature/approval page, spaces must be available for the signature of each of the committee members and that of the college designee (dean or associate dean or department chair or director or other faculty member designated by the department).

The candidate must be certain that each member’s legal name, the department, and only his or her highest degree (licenses, certificates, etc., are not included unless that is the person’s highest credential) are correctly typed below the signature line (see Appendix A for examples). List the name of the chair of the committee first, with the word “(Chair)” in parentheses. If a candidate’s committee includes a chair and a director, list the name of the chair first, and indicate “(Chair)” and “(Director)” for each person.

The thesis, project report, or dissertation submitted to the Thesis and Dissertation Office must bear the original signatures. Committee members or college designees cannot designate someone else to sign or initial for them. All signatures must be signed in black or dark blue ink (e.g., roller ball, felt, nylon tip, or ball-point pens are sufficient as long as the ink is dark and legible). If corrections necessitate redoing this page, new original signatures must be obtained.
NOTE: Candidates should prepare the signature/approval page early so that faculty members who may be absent on the deadline date (planned or unplanned) can sign the signature or approval page before they leave. Failure to do so may result in the candidate’s graduation being delayed until the next semester.

Title Page

The title page is the first page of the manuscript. The title, as it appears on the title page, must be identical to that on the abstract (line-for-line and word-for-word). The title used on the title page and abstract should also match the title on the hard copy signature page. Inverted pyramid format, with the longest line first followed by progressively shorter lines, is used for the manuscript title. Use all upper case letters and bold font for manuscript title on the title page.

The official name of the candidate’s degree must be listed on the title page (refer to the CSULB catalog). If the department offers more than one degree, then the complete name of the disciplinary option needs to be included.

Include the names of the committee members and the college designee on the title page. Use single line spacing for the names of committee members. List the name of the chair of the committee first, with the word “(Chair)” in parentheses. If a candidate’s committee includes a chair and a director, list the name of the chair first, and indicate “(Chair)” and “(Director)” for each person. (See Appendix B for sample title pages.)

Information on the title page is arranged in “blocks” of text that fill the page from the top margin to the bottom margin. The blocks of text should be arranged evenly on the
page. Double line spacing is used within the blocks of text except for the names of the committee members, which use single line spacing.

Abstract

The abstract follows the title page. It consists of a line with the word ABSTRACT in all upper case letters, then the complete title of the thesis, project report, or dissertation in all upper case letters and bold font, the candidate’s name and the date (see the subsection entitled “Thesis, Project Report, or Dissertation Date” in this chapter) on the top of the first page, followed by a summary of the manuscript’s content. The first page of the abstract uses the lowercase Roman numeral “ii” for a page number.

Suggested length of the summary is 150 words (or less) for master’s candidates and 350 words (or less) for doctoral candidates (not to exceed two pages; see Appendix A for examples). Abstracts exceeding the prescribed word limit may be shortened by ProQuest editors in the online record of manuscript (not the PDF, but the online description viewed by readers before they access the PDF).

The title, as it appears on the abstract, must be identical in format to the title on the title page—line-for-line and word-for-word. The title used on the abstract and title page should also match the title on the hard copy signature page. Direct quotations or reference citations are not used in the abstract. (See Appendix C for sample abstracts.)

Acknowledgements and Dedications

Acknowledgement pages are not required. Dedications are permitted within the acknowledgement section. CSULB theses, project reports, or dissertations do not contain a separate dedication page.
The title of the acknowledgements section is in all upper case letters and bold font. The spelling “acknowledgements” or “acknowledgments” may be used.

**Table of Contents**

Most manuscripts require a table of contents. In the rare instance in which a manuscript does not contain any chapters, tables, figures, or appendices, a table of contents is not required.

In the table of contents as with all majors sections of the manuscript, the title appears at the top of the first page, centered, in bold font and all upper case letters or BLOCK LETTERS, as in TABLE OF CONTENTS. If a table of contents is longer than one page, no title appears on second or subsequent pages.

The listings within the table of contents do not use bold font. These items are listed in the table of contents: (a) ABSTRACT, (b) LIST OF TABLES (if used in document), (c) LIST OF FIGURES (if used in document), (d) LIST OF WORKS (if used in document), (e) LIST OF ABBREVIATIONS or LIST OF NOMENCLATURE (if deemed appropriate by author or committee), (f) PREFACE (if used in document), (g) TITLE OF EACH CHAPTER beginning with the chapter number and a period, (h) the word APPENDICES (if there are two or more appendices) or the word APPENDIX followed by a colon and the TITLE OF THE APPENDIX (if there is only one appendix), (i) TITLE OF EACH APPENDIX beginning with the appendix letter and a period (if there are two or more appendices), and (j) title used for references list (such as REFERENCES, BIBLIOGRAPHY, or WORKS CITED).
If the manuscript contains other numbered items such as schemes or maps, contact the Thesis and Information Office about the need for a list at the beginning of the document. A list is never required for numbered equations.

Use all upper case letters or BLOCK LETTERS for listings in the table of contents. Use double line spacing for listings with one exception. If a listing is longer than one line, use single line spacing within that listing. If a listing is longer than one line, use the “Enter” key to break the line so that words do not extend into the column of page numbers and then indent the second line more than the first line.

Listings that begin with numbers or letters (i.e., the chapter titles and appendix titles) are indented 0.25 inch or 0.5 inch consistently. Other listings are not indented. Microsoft Word will automatically add indentation for numbered or lettered items.

Dots (called dot leaders) extend from the last word of each listing to the right margin where the page number location of that listing is indicated. Page numbers are aligned to the right along the right margin. The alignment command “Justify” can be used to right align page numbers. Alternatively, a table of contents can be created using the computer program’s “Table of Contents” function with adjustments made to line spacing if needed.

The wording and page numbers of listings in the table of contents must match the wording and page numbers in the manuscript. Refer to the page numbers of the half-sheet title pages of the appendices and references list in the table of contents. (See Appendix D for examples of a table of contents.)
Other Lists

List of Tables and List of Figures

If numbered tables and/or numbered figures are used in a manuscript, then the manuscript should include a list of tables and/or a list of figures. The title of either of these lists appears on the first page of the list, centered and using bold font and all upper case or BLOCK LETTERS. The listings within the lists do not use bold font. If a list of tables or a list of figures is longer than one page, a title is not used for the second or subsequent pages.

The listing for each item begins with a number then a period followed by the table title or figure caption. The first line of each listing is indented 0.25 inch or 0.5 inch consistently. Microsoft Word will automatically add indentation for numbered items.

Use double line spacing for listings with one exception. If a listing is longer than one line, use single line spacing within that listing. If a listing is longer than one line, use the “Enter” key to break the line so that words do not extend into the column of page numbers and then indent the second line more than the first line.

Dots (called dot leaders) extend from the last word of each listing to the right margin where the page number location of that listing is indicated. Page numbers are aligned to the right along the right margin. The alignment command “Justify” can be used to right align page numbers.

The numbering and wording and page numbers of listings in the list of tables and list of figures must match the numbering and wording and page numbers in the
manuscript. Also, the style of capitalization for the listings in each of these lists should match the capitalization used in the manuscript.

Note: Table titles use headline style caps, in which the first word and all significant words are capitalized (i.e., Characteristics of U.S. Consumers). Figure captions use sentence style caps, in which the first word and any word that would be capitalized in a sentence are capitalized (i.e., Characteristics of U.S. consumers). (See Appendix E for examples of a list of tables and a list of figures.)

Lists of other numbered items generally follow the format of the list of tables and list of figures. Contact the Thesis and Dissertation Office for advice on formatting these lists.

Additional Lists

The list of abbreviations and list of nomenclature are optional, used only if the author or the committee deems them appropriate. The title of either of these lists appears on the first page of the list, centered and using bold font and all upper case or BLOCK LETTERS. The listings within the lists do not use bold font. If a list of abbreviations or a list of nomenclature is longer than one page, a title is not used for the second or subsequent pages.

The list of abbreviations or list of nomenclature consists of two columns. The column of abbreviations, acronyms or terms is aligned along the left margin. The column of descriptions, explanations, or definitions is aligned under the word “LIST” in the title. (See Appendix F for an example of a list of abbreviations.)
The subsection “List of Works” in chapter 6 describes the use of a list of works. Contact the Thesis and Dissertation Office with any questions about the format and use of any lists that appear before the chapters in your manuscript.

**Half-Sheet Title Pages**

Half-sheet title pages are used to introduce the appendices section as a whole, each individual appendix, and the bibliography or references section. The title is typed half-way down the page (approximately 5.5 inches), in BLOCK LETTERS (all caps) and bold font. The pages are numbered in sequence with the main text. The page numbers of the half-sheet title pages are the page numbers which are recorded on the table of contents. (See the appendix half-sheet title pages within the Mini Manuscript [available on the Thesis and Dissertation website] for examples.)

**Page Count and Numbering**

The candidate must distinguish between counting and numbering, for in some instances a page (i.e., the title page) may be counted, but not physically numbered on the page. Page numbers must be sequential and cannot be omitted, duplicated, or designated with letters (e.g., 12, 12a, 13, etc.) if extra pages are inserted into the PDF.

**Order of Elements**

Following is the required order for thesis, project report, or dissertation elements and instructions for numbering each of the two pagination systems (lowercase Roman numerals [i, ii, iii] or Arabic numerals [1, 2, 3]) within the manuscript:

**TITLE PAGE** (required): Counted in sequence as “i” but not numbered on the page.
COPYRIGHT PAGE (if included): Not counted in sequence; not numbered on the page.

ABSTRACT (required): Counted in sequence. First page of abstract is numbered “ii” in lower case Roman numerals.

ACKNOWLEDGEMENTS (if included): If included, it must be the first listing in the table of contents and is counted and numbered in lower case Roman numerals, following in sequence the last page number of the preceding section (the abstract).

TABLE OF CONTENTS (required): Counted and numbered in lower case Roman numerals, following in sequence the last page number of the preceding section.

LIST OF TABLES (required if numbered tables are included within the main text or appendices): Counted and numbered in lower case Roman numerals.

LIST OF FIGURES (required if numbered figures are included within the main text or appendices): Counted and numbered in lower case Roman numerals.

LIST OF ABBREVIATIONS or NOMENCLATURE (if included): Counted and numbered in lower case Roman numerals.

LIST OF WORKS (required if images are included in supplementary files to the PDF): Counted and numbered in lower case Roman numerals.

PREFACE (if included): Counted and numbered in lower case Roman numerals.

CHAPTERS IN ORDER (required; numbered in Arabic numerals [1, 2, 3 . . .]): Begin page numbering of first chapter with Arabic numeral “1” and number every page consecutively up to the last page of the references or bibliography section. Note that if there are figure captions on facing pages, count but do not number these facing pages.
APPENDIX or APPENDICES HALF-SHEET TITLE PAGES and/or individual APPENDIX TITLE PAGES and all pages of appendix material (if included; numbered in sequence followed the page number of the last page the main text in Arabic numerals): If there is one appendix, use one half-sheet title page. If there is more than one appendix, appendices are designated A, B, C, and so forth, in order, with half-sheet title pages preceding each individual appendix as well as an introductory APPENDICES half-sheet title page if there is more than one appendix. List the page numbers of the half-sheet title pages on the table of contents.

BIBLIOGRAPHY or REFERENCES HALF-SHEET TITLE PAGE and bibliography or references list citations (required [except specific majors]): Counted and numbered in sequence, following the last page number of the preceding section. List the page number of the half-sheet title page on the table of contents.

Reductions

Tables, figures, and/or appendix materials that are too large to fit within the prescribed margins can be handled in two ways: (1) Print the material using a smaller size font in the same style as the main text (the smallest font size for data within tables in Times New Roman is 10 point; the smallest legible font size in Courier is 8 point); or, (2) save material as a PDF or an image (such as .gif or .jpeg format) and paste into the document, reducing the image to fit inside margins. Note: If the content is reduced to fit,
the table number, table title, and table notes and/or figure captions must remain in 12pt (point) font size.

**Large Illustrations, Maps, and Material Using Computer Programs Not Adaptable to PDF**

Oversized illustrations, such as images, maps or charts larger than page size (8 1/2 by 11 inches) should be uploaded as supplementary files. Audio or video files and material produced using a program or computer code that cannot be converted to PDF format should also be uploaded as supplemental files.

The maximum capacity for supplemental files is 1,000 MB. If supplementary material exceeds that limit, contact the Thesis and Dissertation Office for advice about how to deliver the material to ProQuest.

Create an appendix within the PDF manuscript to describe material that has been uploaded as a supplemental file or files and to alert the reader of the location of the material. Suggested wording is: This material is available as a supplemental file to this manuscript in ProQuest Dissertations and Theses database.

A list of works can also be used to list material in supplemental files. See the subsection “List of Works” in Chapter 6 for a discussion of the use of a list of works.
CHAPTER 6
FORMAT REQUIREMENTS

Theses, project reports and dissertations follow the same format requirements, conveying a consistent and professional look for all graduate level manuscripts.

For answers to any question of format, style, grammar, or mechanics not answered in the departmental style manual, or journal citation method required by the department, or in the University Guidelines Manual, the candidate should consult his or her thesis, project report or dissertation adviser, departmental graduate adviser, or the Manuscript Format Evaluator.

Order of Precedence for Combining Manuals and Department Format Guidelines


2. Department required style manual or journal citation method.

3. Complementary style manual to the departmental required journal citation method (e.g., APA, Chicago, MLA, etc.).

Departments specify the style manual or journal citation method to be used for basic formatting and style, proper citations, and the use of technical terminology (if applicable) for the thesis, project report or dissertation. The University Guidelines Manual is used for the following items:
1. Acceptable font and formatting of chapter headings and subheadings.

2. Spacing of text, titles, and subheadings.

3. Table titles and figure captions (both style and format); bibliographic and content footnotes (basic format); appendix materials (basic page format); and bibliography or references (basic format).

4. Margins and pagination (style and format).

5. Typing and format of the following: Appendices and references (or bibliography) half-sheet title pages; facing pages, all preliminary pages (i.e., acknowledgements, table of contents, list of tables, list of figures, etc.); and any items not covered by the chosen departmental style manual or journal citation method.

Margins

All margins—top, left, right, and bottom—should be set to 1.0 inch throughout the manuscript.

Font Size and Font Style

Text in a manuscript must be 12 pt. font size. The candidate may choose from one of the following fonts: Times New Roman or Courier New. The text of the manuscript must be printed in one size and one style of type font throughout, including the page numbers. Variations of font size and style can be used in material in appendices. Variations of font size and style for tables and figures are listed in the subsection titled “Other Format Regulations for Tables and Figures” in this chapter.
Line Spacing for Text Paragraphs and Titles

Standard double-line spacing is used throughout the chapter text of the manuscript. No additional line spacing is used between titles and text paragraphs or between two text paragraphs.

When beginning a new file, set the word-processing program to double line space. Remember to set the line spacing boxes (labeled “Before” and “After”) to 0 pt. Also, if extra spacing appears around chapter titles and subheads or between paragraphs, select lines with wide spacing and set line spacing to double line space with line spacing boxes set to 0 pt.

Paragraph Format

Theses, project reports, and dissertations are written in paragraph (essay) format. Therefore, the first line of each paragraph must be indented. Candidates may choose from either a 0.25 inch first-line indent or a 0.5 inch first-line indent. The first-line indent should be consistent throughout the chapters. Paragraphs are left justified (i.e., the right edge of the text should be uneven).

Bold font, shading or highlighting may not be used within paragraphs. Italics may be used sparingly for emphasis. Bold font is acceptable in equations or text when needed for scientific or mathematic notation.

Page Number Format and Position

Page numbers must be centered at the bottom of the page. The page numbers should be positioned between three-quarters of an inch and 1 inch from the bottom of the
(Go to the Page Layout tab and then Page Setup dialog box. In the dialog box, choose the Layout tab and then set the Footer to 0.8 inch.)

**Chapter Headings**

Each chapter must begin on a new page. On the first text line the word CHAPTER and its Arabic chapter number (1, 2, 3) appears centered, all caps (i.e., BLOCK LETTERS), and in bold font.

The chapter title follows on the next text line with line spacing set to double line space and line spacing boxes (labeled “Before” and “After”) set to 0 pt. It is also centered, and appears in all caps and in bold font. Multiple-line chapter titles must fill the entire line before wrapping to the next text line. Multiple-line chapter titles remain double line spaced. (See Appendix G for examples of format for chapter titles and subheads.)

All chapter titles must be listed in the table of contents.

**Chapter Subheadings**

Every major subdivision of a chapter in a manuscript must have a heading. Subheading organization must be consistent throughout the manuscript. Various combinations of subheading levels may be used, but selections must be formatted and arranged in a descending order of importance as indicated below, starting with first level subheads, then second level subheads, then third level subheads.

Subheadings are not listed in the table of contents.
Multiple-line subhead titles are single-line spaced, and must fill the entire text line before wrapping to the next text line (with the exception of third level subhead titles which remain double-line spaced and in paragraph style).

**First Level Subhead**

First level subheads are centered, in bold font, and formatted in headline style capitalization, in which the first word and all significant words are capitalized (e.g., A Survey of U.S. Education). The first line of text is indented and begins on the next text line below the subhead with line spacing set to double line spacing and line spacing boxes (labeled “Before” and “After”) set to 0 pt.

Hierarchical numbering can be used for first level subheads. In hierarchical numbering for first level subheads, use the chapter number then a period then a number to represent the order in which the subhead appears in the chapter. For instance, the first first level subhead of Chapter 1 would be numbered 1.1 and the third first level subhead of Chapter 2 would be numbered 2.3. If hierarchical numbers are used for first level subheads then hierarchical numbers must be used for all levels of subheads.

**Second Level Subhead**

Second level subheads begin at the left margin (left justified). They use bold font and headline style capitalization (e.g., A Survey of U.S. Education). The first line of text begins on the next text line below the subhead, using first-line paragraph indent with line spacing set to double line spacing and line spacing boxes (labeled “Before” and “After”) set to 0 pt.
Hierarchical numbering can be used for second level subheads. In hierarchical numbering for second level subheads, use the chapter number then a period then a number to represent the order in which the first level subhead appears in the chapter and then a period and then a number to represent the order in which the second level subhead appears after the first level subhead. For instance, the first second level subhead after the first first level subhead of Chapter 1 would be numbered 1.1.1 and the fourth second level after the third first level subhead of Chapter 2 would be numbered 2.3.4. If hierarchical numbers are used for second level subheads, then hierarchical numbers must be used for all subheads.

Third level subhead. Third level subheads are indented at the beginning of the paragraph, use bold font, and use sentence style capitalization, in which the first word and all words that would normally be capitalized in a sentence are capitalized. (e.g., A survey of U.S. education.). The subhead title is followed by a period; the first sentence of that paragraph follows immediately on that line. Use double line spacing for multiple-lined third level subheads.

Hierarchical numbering can be used for third level subheads. In hierarchical numbering for third level subheads, use the chapter number then a period then a number to represent the order in which the first level subhead appears in the chapter and then a period and then a number to represent the order in which the second level subhead appears after the first level subhead and then a number to represent the order in which the third level subhead appears after the second level subhead. For instance, the first third level subhead after the first second level subhead after the first first level subhead of
Chapter 1 would be numbered 1.1.1.1 and the fifth third level subhead after the fourth second level after the third first level subhead of Chapter 2 would be numbered 2.3.4.5. If hierarchical numbers are used for third level subheads, then hierarchical numbers must be used for all subheads.

*Non-hierarchical heading:* Occasionally, a heading is needed to draw attention to a paragraph that is outside the hierarchical structure of chapter subheadings, such as terms being defined in a list of definitions. These headings should use first-line paragraph indentation, consistent with all other first-line indents. Non-hierarchical headings use italics only (*not* bold font) and sentence style capitalization and end with a colon. Use double line spacing for multiple-lined non-hierarchical headings.

*Fourth level subhead.* Doctoral candidates only may use a fourth level of subhead within the dissertation. It is formatted with first-line paragraph indentation, consistent with all other first-line indents. Fourth level subhead titles are formatted in italics and bold font, using sentence style capitalization (e.g., A survey of U.S. education), and followed by a period. The first sentence of that paragraph follows immediately. Use double line spacing for multiple-lined fourth level subheads.

**Multiple-Lined First Level Subhead Titles: Titles Will Fill the Entire Line with Text Before Wrapping to the Next Line**

Multiple-lined first level subhead titles are centered, formatted in headline style capitalization, and use bold font and single-line spacing within the title. Allow the title to fill the entire first text line with text before wrapping to the next text line.
Multiple-Lined Second Level Subhead Titles: Titles Will Fill the Entire Line with Text Before Wrapping to the Next Line

Multiple-lined second level subhead titles begin at the left margin, formatted in headline style capitalization, and use bold font and single-line spacing within the title. Allow the title to fill the entire first text line with text before wrapping to the next text line.

Tables and Figures

Table Titles and Notes to Tables

Table titles are positioned above tables, beginning at the left margin. Table titles begin with the word TABLE in all upper case letters, followed by the number of the table and a period. Tables should use brief descriptive titles, using headline style capitalization (e.g., Characteristics of Survey Group).

Use bold font for table titles, but do not use bold font for notes to tables.

Fill the line with text before continuing to a new line for a table title. Use single line spacing if a table title is longer than one line and begin all lines of a table title at the left margin. The table title is not followed by any end punctuation.

The titles of all numbered tables should be listed in a list of tables following the table of contents. Titles on text pages must be identical in wording, punctuation, and capitalization as those listed within the list of tables. Page number locations of tables must match in text and list of tables.

If more explanation is needed than the brief title, position that information after the end line of the table. Begin note to table with the word “Note” and a colon and begin all lines of the table note at the left margin. Use single line spacing if a note to a table is
longer than one line. The font style and font size of the note to the table should match the
font style and font size of the text. (See Appendix H for examples of table format.)

Figure Captions

Figure captions are positioned underneath figures, beginning at the left margin.
Figure captions begin with the word FIGURE in all upper case letters, followed by the
number of the figure and a period. Figure captions use sentence style caps (e.g.,
Characteristics of survey group). Periods are used to separate descriptions within the
figure caption, but proper grammar (subject and verb) does not have to be used within the
descriptions. A period is always used at the end of figure captions.

Use bold font for figure captions. No matter how long the figure caption is, use
bold font for the entire figure caption.

Fill the line with text before continuing to a new line for a figure caption. Use
single line spacing if a figure caption is longer than one line and begin all lines of a figure
caption at the left margin. The font style and font size of the figure caption should match
the font style and font size of the text.

The captions of all numbered figures should be listed in a list of figures following
the table of contents (and following the list of tables if one is used). Captions on text
pages must be identical in wording, punctuation, and capitalization as those listed within
the list of figures. In the list of figures, all words up to the first period of the caption
should be included.

To simplify the list of figures, it is recommended to begin figure captions with
brief descriptions ending with a period. This method keeps the entries in the list of
figures short and easier to format. Page number locations of figures must match in text and list of figures. (See Appendix H for examples of figure format.)

Other Format Regulations for Tables and Figures

1. Tables and figures may be placed solely within the main text or solely within the appendices; or they may be placed within both the main text and appendices. Tables and figures, whether placed within both the main text and/or the appendices should be formatted according to University Guidelines Manual to avoid confusing the reader.

2. Each table or figure must have a title or caption, and a number. Tables and figures are assigned the next consecutive whole number in sequence as they are mentioned within the main text (regardless of actual placement); the Arabic numeral “1” begins the count. Numbering that designates sequence within each chapter (e.g., 1.1, 1.2, 1.3, 2.1, 2.2., 2.3, etc.) is permitted if that type of hierarchical numbering is used for chapter subheadings.

3. If a table or figure is inserted between two text paragraphs, at least one blank single line-spaced line and not more than three blank single line-spaced lines should be used between a table or figure and the text; that is, the blank space can range between one quarter of an inch and one half of an inch in width.

If text appears above a table or figure on the same page, blank space should be used above the table or figure. If text appears below a table or figure on the same page, blank space should be used below the table or figure. If text appears above and below a table or figure on the same page, blank space should be used above and below the table or figure.
4. More than one table or figure may be placed on a page if carefully spaced and labeled. Table titles (and table notes) or figure captions must not be confused with those of another table or figure. No more than one half of an inch (three blank single line-spaced lines) should be used between two tables or two figures or a table and a figure.

5. If a table or figure is placed on a page without text paragraphs, it should be centered on the page (top to bottom) by using roughly the same amount of blank space above and below the table or figure. If two or more tables (and/or figures) are placed on a page without text paragraphs and do not fill the entire page, they should be centered on the page as a unit.

6. A table must fill a complete page before it can be continued on the next page. That is, a table cannot be split onto separate pages unless it is longer than a page in length. If a table is long enough to be split onto two or more pages, a “continuation title” must be used. The header (TABLE and number followed by a period) along with the word “Continued” (using bold font) must appear at the top of each page upon which a table is continued (e.g., TABLE 1. Continued). All table column and row headings must also be repeated on each page of the table. Do not place a closing table line until the actual end of the table.

7. Table lines: A line is placed above and below any column headings. If there are no column headings, a line is placed above the first row of the table. A line is placed below the last line of the table. Notes to the table are placed below this end line. Table lines should be spanner lines, spanning the entire width of the table. Lines on the left and right edge of the table or grid lines within the table are optional.
8. Figures and their captions must be complete on one page. If sufficient space is not available for the caption on the same page as the figure, this information can be placed on a facing page (a separate page immediately preceding the page on which the illustration appears). If a caption is placed on a facing page, it must be centered on the page (using the same amount of blank space above and below the caption) and read in the same direction as the figure (Portrait or Landscape). Facing pages are counted in the numeric sequence, but are not numbered on the page.

9. **IMPORTANT:** If a table or figure was moved to begin on the next page (because it was too large to fit on that page), empty space cannot be left at the bottom of the previous page of text. It is required that text paragraphs be shifted up to fill in this space (even if these text paragraphs are part of another subheading). The candidate may want to include a statement in the text, within parentheses, such as either of these examples: (see Table 1) or (see Figure 1).

10. Tables and figures may be in Portrait or Landscape orientation. However, if Landscape orientation is used, page numbers must still be read in the same direction and location as all other text pages. Section breaks are used to delete page numbers from Landscape oriented pages without interfering with page numbers on other pages. A text box is used to insert and rotate page numbers in the Landscape oriented pages to match direction and location of page numbers of Portrait oriented pages.

11. While table titles (and table notes) must be in 12 pt. font size and in the same font style as the main text, the data within a table does not have to match font style or font size of the text. Font style within table data should be consistent for all tables in the
manuscript. Font size may be not smaller than 10 pt. within table data. While figure captions must be in 12 pt. font size and in the same font style as the main text, any wording within a figure can be smaller, as long as it is legible, and the font style does not have to match the font style of the text.

12. Color may be used within figure images.

References List or Bibliography Format and Style

Reference lists should contain only those sources cited in the main text; bibliographies may contain sources other than those cited within the main text. Both reference lists and bibliographies should be prepared with a hanging-indent format (i.e., first text line begins at the left margin, subsequent lines of text are indented) using single-line spacing within each individual citation, and one empty line space between each new entry.

Bracket, Numbered, or Superscript Citations

For those using a bracket or numbered citation method, citations are assigned a number in sequence (1, 2, 3, . . .) in the order of appearance within the body of your manuscript. They then retain that number throughout your entire text. You do not create and number your reference list first. Bracketed citations [1] or numbered citations in parentheses (1) are placed inside the end punctuation.

Citations do not serve a grammatical function as words within the sentence. Your sentence must be grammatically correct without regard to the reference. For example, do not write either of the following: “[2] tested and proved that the hypothesis did not work” or, “In [2], it was tested and proved that the hypothesis did not work.” Rather,
write the following: “The Smith study tested and proved that the hypothesis did not work [2].”

Footnote marks or superscript note marks are placed outside of grammatical marks and final sentence punctuation. There should not be a space between a grammatical mark or a final sentence punctuation and the footnote mark or superscript note mark.

Bibliographic and Content Footnotes

Footnotes are allowed within a manuscript as prescribed by the candidate’s departmentally required style manual or journal citation method. The departmental style manual or journal citation method will govern the style and necessary information to create a footnote citation. The University Guidelines Manual will prescribe the general format.

1. Endnotes or chapter endnotes are not allowed.

2. Footnotes must be in 12 pt. font size and in the same font style as the main text.

3. Numbers preceding the text of footnotes can use one of these two format options: (a) superscript number in font size smaller than 12 pt. font size followed by one space or (b) number in 12 pt. font size followed by period and space.

4. The first line, including the footnote number, of each footnote is indented the same amount as the first line of the text paragraphs.

5. Footnote entries are single line spaced within the entry with one empty line space between each new entry.
6. Footnotes must begin on the page which the footnote mark is referenced. However, a footnote may continue on to the following page.

7. A separator line of about two inches is used before the first footnote on each page.

Text Preparation and Word Processing Rules

The following word processing rules must be observed when preparing manuscripts:

1. The text for the abstract, acknowledgements, preface, and all chapters is double-line spaced.

2. One space or two spaces may be used after the punctuation at the end of sentences for the abstract, acknowledgements, preface, and all chapters. Spacing should be consistent throughout the text.

3. Fill each line of text as much as possible, before allowing the text line to wrap to the next text line, or to the next text line on the following page. This includes text lines, titles, captions, citations, and internet addresses (URLs).

4. URLs (internet addresses) within the reference/bibliography citations: When a URL is part of a reference/bibliography citation, it must fill the entire line with text before breaking to the next text line. It is acceptable to break the URL before a period or after a slash. If this is not possible, then break the URL at the next most appropriate point.

5. All text pages must be full except under the following conditions:
a. To avoid separating a bibliographic or content footnote from the page on which the note indicator appears. However, very long footnotes may continue onto the next page.

b. To avoid breaking an equation or a chemical structure or formula at an inappropriate place.

c. To avoid placing a heading as the last line on the page.

d. To avoid placing the last line of text on a page by itself when typing the list of tables (figures, abbreviations, nomenclature, works).

e. To avoid placing only a chapter title (no subheadings) at the bottom of the page when typing the table of contents.

6. Special symbols for mathematics, the sciences, engineering, electronics, music, languages, and so forth, should be set in a type font style as similar to the basic text as possible.

7. All material contained in an appendix must fit within the 1.0 inch left, top, right, and bottom margins. This also applies to tables and figures placed within the appendices and/or chapters.

8. The use of borders or boxes around text is not acceptable except for occasional use around figures.

9. Text in the abstract, acknowledgements, preface, and all chapters is prepared using only left justification (ragged right margin, as illustrated throughout this manual). Exceptions are chapter titles and first level subheadings which require center justification.
10. Block quotes may be either single- or double-line spaced; be consistent. The quote must be left justified with the entire left side indented the same as the chosen paragraph indent (for MLA: Indent the entire left side 1.0 inch).

**Recommended (But Not Required) Formatting**

The following rules are commonly used in academic papers. They are recommended but not required.

1. Contractions are rarely used in the text except when they are included in a direct quotation.

2. Widows and orphans: The first line of a paragraph is generally not used as the last line of a page; it is moved to the next page. The last line of a paragraph is generally not used as the first line of a page; the last line of the previous page is moved to the next page. A subhead is generally not used as the last line of a page; it is moved to the next page. A subhead title appearing at the bottom of the page is generally followed by a minimum of two lines of text. The text is shifted to keep at least two lines of text together. This may leave two or three empty line spaces at the bottom of a page and it is allowable to do so when avoiding widows and orphans.

3. Listings using bullet points are used sparingly within academic papers. A bulleted list should extend more than three pages.

4. Enumeration (numbered lists) or outlines are used sparingly in academic papers. Numbered list format programmed into Microsoft Word can be used or numbered (and lettered) items can use paragraph format in which the first text line of
each item is indented the normal paragraph indent, and the other lines wrap back to the left margin.

5. No spacing is generally used—before or after—for hyphens or long dashes. If spacing is used, be consistent in the spacing for all hyphens and dashes.

Requirements for Accompanying Supplementary Material

Music Compositions

The music composition can be prepared with margins customary to musical compositions as a separate PDF and uploaded as a supplementary file. The overall paper size may not exceed 11 by 17 inches. Exceptions to this requirement must be cleared in advance with the graduate adviser of the Bob Cole Conservatory of Music.

The music composition must include the standard title page (for theses, project reports, and dissertations) formatted according to the University Guidelines Manual specifications (see section “Title Page” in Chapter 5), but in proportion to the paper size being used for the music composition. This title page will appear as the first page of the composition, before any additional preliminary pages the candidate may wish to include within the composition.

Supplemental Files

Any candidate who produces supplemental material (i.e., audio, video, HTML, etc.) as part of his or her work should upload this material at the time the manuscript PDF is uploaded to the online ProQuest database. If the supplemental file is not ready for uploading at the time the PDF is uploaded, the candidate should contact the Thesis and Dissertation office with an estimated date of when the supplemental file will be available.
If a candidate is required by the department to upload a supplemental file as part of the work, he or she should check with the department graduate advisor or the committee chair about departmental requirements for the supplemental file. The submission process is not complete and no clearance letter will be issued for a candidate whose department requires supplemental material until that supplemental material is uploaded.

The size limit for supplemental material is 1,000 MB. If supplemental material exceeds this limit, contact the Thesis and Dissertation Office about the procedure for delivering the material to ProQuest.

If bound copies are made of the manuscript, supplemental material will be included with the bound copy in CD, CD-ROM or DVD format, whichever is applicable.

List of Works

When the text of a manuscript refers to specific images or items within a supplemental file, the items should be designated with numbers in the supplemental file and a list of works should be included in the manuscript. The list of works should include numbers and titles (or descriptions) for all items mentioned in the text. A list of works can be used in the manuscript to list items in a supplemental file if the items are not mentioned in the text, but it is not required.

At the bottom of the list of works, type the following sentence in footnote format (above the 1.0 inch margin; include the footnote separator line as shown):

These works are [or: This work is] available as supplemental files [or: file] to this manuscript in ProQuest Dissertations and Theses database.
APPENDIX A

SAMPLE SIGNATURE PAGES FOR THESES, PROJECT REPORTS, AND DISSERTATIONS
WE, THE UNDERSIGNED MEMBERS OF THE COMMITTEE,

HAVE APPROVED THIS THESIS

THE TITLE OF YOUR MANUSCRIPT USES INVERTED PYRAMID FORMAT

AND BOLD FONT: USE TITLE AND SUBTITLE

By
Firstname M. Lastname

COMMITTEE MEMBERS

John D. Smith, Ph.D. (Chair) Science Education

Jack D. Smith, Ph.D. Science Education

Jill D. Smith, M.A. Director, Long Beach USD

ACCEPTED AND APPROVED ON BEHALF OF THE UNIVERSITY

V. I. P. Smith, Ph.D.
Head Honcho, Appropriate Department, College or School [names listed online]

California State University, Long Beach

May 2016

This is an example of a signature page for a thesis.
WE, THE UNDERSIGNED MEMBERS OF THE COMMITTEE,
HAVE APPROVED THIS PROJECT REPORT

THE TITLE OF YOUR MANUSCRIPT USES INVERTED PYRAMID FORMAT
AND BOLD FONT: USE TITLE AND SUBTITLE

By
Firstname M. Lastname

COMMITTEE MEMBERS

John D. Smith, Ph.D. (Chair) Health Care Administration

Jack D. Smith, Ph.D. Nursing

Jill D. Smith, M.D. Director, Long Beach Memorial Hospital

ACCEPTED AND APPROVED ON BEHALF OF THE UNIVERSITY

V. L. P. Smith, Ph.D.
Head Honcho, Appropriate Department, College or School [names listed online]

California State University, Long Beach
May 2016

This is an example of a signature page for a project report.
WE, THE UNDERSIGNED MEMBERS OF THE COMMITTEE,
HAVE APPROVED THIS DISSERTATION

THE TITLE OF YOUR MANUSCRIPT USES INVERTED PYRAMID FORMAT
AND BOLD FONT: USE TITLE AND SUBTITLE

By
Firstname M. Lastname

COMMITTEE MEMBERS

<table>
<thead>
<tr>
<th>John D. Smith, Ph.D. (Chair)</th>
<th>Educational Leadership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jack D. Smith, Ph.D.</td>
<td>Advanced Studies in Education and Counseling</td>
</tr>
<tr>
<td>Jill D. Smith, M.A.</td>
<td>Director, Long Beach USD</td>
</tr>
</tbody>
</table>

ACCEPTED AND APPROVED ON BEHALF OF THE UNIVERSITY

Marquita Grenot-Scheyer, Ph.D.
Dean, College of Education

California State University, Long Beach

May 2016

This is an example of a signature page for a dissertation.
APPENDIX B

SAMPLE TITLE PAGES FOR THESES, PROJECT REPORTS, AND DISSERTATIONS
THE TITLE OF YOUR MANUSCRIPT USES INVERTED PYRAMID FORMAT
AND BOLD FONT: USE TITLE AND SUBTITLE

A THESIS
Presented to the Department of Science Education
California State University, Long Beach

In Partial Fulfillment
of the Requirements for the Degree
Master of Science in Science Education

Committee Members:
John D. Smith, Ph.D. (Chair)
Jack D. Smith, Ph.D.
Jill D. Smith, M.A.

College Designee:
V.I.P. Smith, Ph.D.

By Jane D. Smith
B.S., 2004, University of California, Riverside
May 2016

This is an example of a title page for a thesis.
THE TITLE OF YOUR MANUSCRIPT USES INVERTED PYRAMID FORMAT
AND BOLD FONT: USE TITLE AND SUBTITLE

A PROJECT REPORT
Presented to the Department of Health Care Administration
California State University, Long Beach

In Partial Fulfillment
of the Requirements for the Degree
Master of Science in Health Care Administration

Committee Members:
John D. Smith, Ph.D. (Chair)
Jack D. Smith, Ph.D.
Jill D. Smith, M.A.

College Designee:
V.I.P. Smith, Ph.D.

By Jane D. Smith
B.S., 2004, University of California, Riverside
May 2016

This is an example of a title page for a project report.
THE TITLE OF YOUR MANUSCRIPT USES INVERTED PYRAMID FORMAT
AND BOLD FONT: USE TITLE AND SUBTITLE

A PROJECT REPORT
Presented to the Department of Health Care Administration
California State University, Long Beach

In Partial Fulfillment
of the Requirements for the Degree
Master of Science in Health Care Administration

Committee Members:
John D. Smith, Ph.D. (Chair)
Jean D. Smith, Ph.D. (Director)
Jack D. Smith, Ph.D.
Jill D. Smith, M.A.

College Designee:
V.I.P. Smith, Ph.D.

By Jane D. Smith
B.S., 2004, University of California, Riverside
May 2016

This is an example of a title page of a project report with a director. The committee chair is listed first, the director is listed second.
APPENDIX C

SAMPLE ABSTRACTS FOR THESES, PROJECT REPORTS, AND DISSERTATIONS
ABSTRACT
THE TITLE OF YOUR MANUSCRIPT USES INVERTED PYRAMID FORMAT
AND BOLD FONT: USE TITLE AND SUBTITLE

By

Firstname M. Lastname

May 2016

A word count of 150 words is recommended for abstracts by master’s degree candidates because ProQuest Dissertations and Theses database uses the text of each candidate’s abstract as the abstract used in the item record of the database. Because of the design of the database item record screen, each abstract may be cut off at about 150 words in the database. Doctoral level abstracts are cut off at 350 words in the database. All key concepts should be included in your abstract before these cut-off points.

Use lower case Roman numerals for page numbers of the abstract. Begin with lower case Roman numeral “i .” Indent all paragraphs, and do not justify the right margin, which means the right edge of text should be ragged. Do not include citations in the abstract. As a point of reference, the word count at the end of this paragraph is 150 words.

This is an example of a one page abstract.
ABSTRACT

THE TITLE OF YOUR MANUSCRIPT USES INVERTED PYRAMID FORMAT
AND BOLD FONT: USE TITLE AND SUBTITLE

By

Firstname M. Lastname

May 2016

A word count of 150 words is recommended for abstracts by master’s degree candidates because ProQuest Dissertations and Theses database uses the text of each candidate’s abstract as the abstract used in the item record of the database. Because of the design of the database item record screen, each abstract is cut off at about 150 words in the database. Doctoral level abstracts are cut off at 350 words in the database. Key concepts should be included in your abstract before these cut-off points.

The abstract is the second section of the manuscript. It follows the title page. Use lower case Roman numerals for page numbers of the abstract. Begin with lower case Roman numeral “ii.” Abstracts use uniform double line-spacing throughout—in the title, the candidate’s name, and the date at the beginning of the abstract as well as throughout the text. If the spacing appears wider between paragraphs or around the title, check the Line Spacing setting and be sure both the Before and After spacing boxes are set to “0 pt.”

The title, as it appears on the abstract, must be identical in formatting to the title on the title page, word for word and line for line. The title is formatted as an inverted pyramid, which means that the first line is the longest line and it is followed by progressively shorter lines. The title should match the title used on the hard copy signature/approval page and the title used in the candidate’s account in the online ProQuest database.
The candidate’s name should match in these four locations: the abstract, the title page, the hard copy signature/approval page and the online ProQuest database.

Keyword may be included at the end of the abstract. Begin with “Keywords:” and use paragraph format.

Direct quotations or reference citations may not be used in the abstract. All paragraphs are indented in the abstract, and only the left margin is justified, which means the right edge of text should appear uneven. As a point of reference, the word count at the end of this paragraph is 350 words.

This is an example of the second page of a two page abstract.
APPENDIX D

SAMPLES OF TABLE OF CONTENTS FOR THESES, PROJECT REPORTS, AND DISSERTATIONS
# TABLE OF CONTENTS

<table>
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<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABSTRACT</td>
<td>ii</td>
</tr>
<tr>
<td>1. INTRODUCTION</td>
<td>1</td>
</tr>
<tr>
<td>2. REVIEW OF LITERATURE</td>
<td>12</td>
</tr>
<tr>
<td>3. METHODOLOGY</td>
<td>35</td>
</tr>
<tr>
<td>4. RESULTS</td>
<td>42</td>
</tr>
<tr>
<td>5. DISCUSSION AND CONCLUSION: CHAPTER TITLE IS INTENTIONALLY EXTENDED TO ILLUSTRATE LONG CHAPTER TITLE</td>
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</tr>
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2. REVIEW OF LITERATURE..................................................................................................12

3. METHODOLOGY...............................................................................................................35

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APPENDIX F

SAMPLE OF LIST OF ABBREVIATIONS FOR THESES, PROJECT REPORTS, AND DISSERTATIONS
LIST OF ABBREVIATIONS

AAA  American Anthropology Association
ACS  American Chemical Society Style
APA  American Psychological Association
ASA  American Sociological Association
ASCE American Society of Civil Engineers
ASME American Society of Mechanical Engineers
CBE/CSE Council of Biology Editors, now Council of Science Editors
AAG  Association of American Geographers
GSA  Geological Society of America
IEEE Institute of Electrical and Electronics Engineers
MLA  Modern Language Association

This is an example of a list of abbreviations.
APPENDIX G

SAMPLES OF CHAPTER TITLE AND SUBHEAD FORMAT FOR THESES,
PROJECT REPORTS, AND DISSERTATIONS
CHAPTER 4
CHAPTER FORMAT, INCLUDING CHAPTER TITLES AND ALL LEVELS OF SUBHEADS

The format for a chapter title is illustrated above. Bold font and block letters (all uppercase letters) are used. The chapter number is indicated on a line by itself. If the chapter title is longer than one line, fill the first line with text and use double line spacing for the chapter title.

All Levels of Subheads: Example of First Level Subhead

First level subhead format is illustrated above: placed on a line by itself and centered on the line with headline style caps and bold font.

Example of Second Level Subhead

The format for second level subhead is: placed on a line by itself, beginning at left margin and using headline style caps and bold font.

Example of third level subhead. The format for third level subhead is: placed on the same line as text, using paragraph indent and sentence style caps and bold font, with a period at the end of subhead.

Example of non-hierarchical heading: For headings needed for emphasis outside the hierarchical topic structure (such as words or terms being defined), use this format: placed on the same line as text, using paragraph indent and sentence style caps and italics, with a colon at the end of the heading.

Example of fourth level subhead. Fourth level subheads are only permitted in doctoral dissertations. They use this format: placed on the same line as text, using paragraph indent and sentence style caps, with a period at the end of the heading. Fourth level subheads use both italics and bold font.

This is an example of the first page of a chapter with all levels of subhead included. All chapter titles and subheads use bold font. A non-hierarchical heading (such as a word or term being defined) uses italics and not bold font.
CHAPTER 4

CHAPTER FORMAT, INCLUDING CHAPTER TITLES AND ALL LEVELS OF
SUBHEADS

The format for a chapter title is illustrated above. Bold font and block letters (all
uppercase letters) are used. The chapter number is indicated on a line by itself. If the chapter title
is longer than one line, fill the first line with text and use double line spacing for the chapter title.

4.1 All Levels of Subheads: Example of First Level Subhead

First level subhead format is illustrated above: placed on a line by itself and centered on
the line with headline style caps and bold font.

4.1.1 Example of Second Level Subhead

The format for second level subhead is: placed on a line by itself, beginning at left
margin and using headline style caps and bold font.

4.1.1.1 Example of third level subhead. The format for third level subhead is: placed on
the same line as text, using paragraph indent and sentence style caps and bold font, with a period
at the end of subhead.

Example of non-hierarchical heading: For headings needed for emphasis outside the
hierarchical topic structure (such as words or terms being defined), use this format: placed on the
same line as text, using paragraph indent and sentence style caps and italics, with a colon at the
end of the heading.

Example of fourth level subhead. Fourth level subheads are only permitted in doctoral
dissertations. They use this format: placed on the same line as text, using paragraph indent and
sentence style caps, with a period at the end of the heading. Fourth level subheads use both
italics and bold font.

This is an example of the first page of a chapter with all levels of subhead included in
which hierarchical numbering is used for the subheads. Bold font is used for chapter
titles and subheads, including the hierarchical numbering. The numbers represent the
chapter number and then the order in which first level subhead appears within chapter
and then order second level subhead appears after first level subheads and then order
third level subhead appears after second level subhead.
APPENDIX H

SAMPLES OF TABLES AND FIGURES FOR THESES, PROJECT REPORTS, AND DISSERTATIONS
This is an example of a table placed on a page with no text, centered on the page with approximately the same amount of blank space above and below the table. Tables can be placed on a page with no text within chapters or in appendices.

Note that the table title is in bold font and that the word TABLE is in all caps. A period is used after the table number and the table title uses headline style caps. The table title must begin at the left margin, but the table does not have to. Horizontal lines are required above and below column headings and at the end of the table. Other lines are optional.

Table 1: Demographics of the Survey Group

<table>
<thead>
<tr>
<th>Variable name</th>
<th>Attributes</th>
<th>N</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age at immigration</td>
<td>U.S. born</td>
<td>454</td>
<td>22%</td>
</tr>
<tr>
<td></td>
<td>Under 12 yrs</td>
<td>237</td>
<td>11%</td>
</tr>
<tr>
<td></td>
<td>13-17 yrs</td>
<td>130</td>
<td>6%</td>
</tr>
<tr>
<td></td>
<td>18-34 yrs</td>
<td>386</td>
<td>42%</td>
</tr>
<tr>
<td></td>
<td>35+ yrs</td>
<td>18%</td>
<td></td>
</tr>
<tr>
<td>Age</td>
<td>18-24 yrs</td>
<td>272</td>
<td>13%</td>
</tr>
<tr>
<td></td>
<td>25-34 yrs</td>
<td>527</td>
<td>25%</td>
</tr>
<tr>
<td></td>
<td>35-44 yrs</td>
<td>488</td>
<td>23%</td>
</tr>
<tr>
<td></td>
<td>45-54 yrs</td>
<td>432</td>
<td>21%</td>
</tr>
<tr>
<td></td>
<td>55-64 yrs</td>
<td>212</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td>65+ yrs</td>
<td>164</td>
<td>8%</td>
</tr>
<tr>
<td>Past year alcohol use</td>
<td>No</td>
<td>119</td>
<td>12%</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>58</td>
<td>88%</td>
</tr>
<tr>
<td>U.S. citizenship</td>
<td>Yes</td>
<td>468</td>
<td>70%</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>627</td>
<td>30%</td>
</tr>
<tr>
<td>English proficiency</td>
<td>Poor</td>
<td>312</td>
<td>15%</td>
</tr>
<tr>
<td></td>
<td>Fair</td>
<td>485</td>
<td>23%</td>
</tr>
<tr>
<td></td>
<td>Good</td>
<td>656</td>
<td>31%</td>
</tr>
<tr>
<td></td>
<td>Excellent</td>
<td>636</td>
<td>30%</td>
</tr>
</tbody>
</table>
The study sample consisted of 2,095 Asian Americans individuals who were Chinese (28%; n = 600), Filipino (24%; n = 508), Vietnamese (25%; n = 30) and all other Asians (22%; n = 467). The study comprised of 1,097 females and 998 males. All participants were adults, the youngest were 18 and oldest were over 65 years old.

**TABLE 1. Demographics of the Survey Group**

<table>
<thead>
<tr>
<th>Variable name</th>
<th>Attributes</th>
<th>f</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age at immigration</td>
<td>U.S. born</td>
<td>454</td>
<td>22%</td>
</tr>
<tr>
<td></td>
<td>Under 12</td>
<td>237</td>
<td>11%</td>
</tr>
<tr>
<td></td>
<td>13-17 years</td>
<td>130</td>
<td>6%</td>
</tr>
<tr>
<td></td>
<td>18-34 years</td>
<td>886</td>
<td>42%</td>
</tr>
<tr>
<td></td>
<td>35+ years</td>
<td>385</td>
<td>18%</td>
</tr>
<tr>
<td>Age</td>
<td>18-24</td>
<td>272</td>
<td>13%</td>
</tr>
<tr>
<td></td>
<td>25-34</td>
<td>527</td>
<td>25%</td>
</tr>
<tr>
<td></td>
<td>35-44</td>
<td>488</td>
<td>23%</td>
</tr>
<tr>
<td></td>
<td>45-54</td>
<td>432</td>
<td>21%</td>
</tr>
<tr>
<td></td>
<td>55-64</td>
<td>212</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td>65+</td>
<td>164</td>
<td>8%</td>
</tr>
<tr>
<td>Past year alcohol use</td>
<td>No</td>
<td>119</td>
<td>12%</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>58</td>
<td>88%</td>
</tr>
<tr>
<td>U.S. citizenship</td>
<td>Yes</td>
<td>468</td>
<td>70%</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>627</td>
<td>30%</td>
</tr>
<tr>
<td>English proficiency</td>
<td>Poor</td>
<td>312</td>
<td>15%</td>
</tr>
<tr>
<td></td>
<td>Fair</td>
<td>485</td>
<td>23%</td>
</tr>
<tr>
<td></td>
<td>Good</td>
<td>656</td>
<td>31%</td>
</tr>
<tr>
<td></td>
<td>Excellent</td>
<td>636</td>
<td>30%</td>
</tr>
</tbody>
</table>

Over two-thirds of the participants were citizens of the United States. There were more participants who immigrated to the United States as adults between the ages of 18 to 34, and 35 years and older compared to those who immigrated between the ages 13 to 17, and younger than 12 years old. Less than 1% of participants did not respond to the age which they immigrated to the United States. Over two-thirds of the participants have married or cohabited (were never married). The remaining participants were widowed, divorced or separated. Only 15% of

This is an example of a table placed on a page with text. Blank space must be used between text and a table, from one blank single line-spaced line (as shown above the table) to three blank single line-spaced lines (as shown below the table).
### TABLE 1. Demographics of the Survey Group

<table>
<thead>
<tr>
<th>Variable name</th>
<th>Attributes</th>
<th>Descriptive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age at immigration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. born</td>
<td>454</td>
<td>22%</td>
</tr>
<tr>
<td>Under 12 years</td>
<td>237</td>
<td>11%</td>
</tr>
<tr>
<td>13-17 years</td>
<td>130</td>
<td>6%</td>
</tr>
<tr>
<td>18-34 years</td>
<td>886</td>
<td>42%</td>
</tr>
<tr>
<td>35+ years</td>
<td>385</td>
<td>18%</td>
</tr>
<tr>
<td>Age</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18-24</td>
<td>272</td>
<td>13%</td>
</tr>
<tr>
<td>25-34</td>
<td>527</td>
<td>25%</td>
</tr>
<tr>
<td>35-44</td>
<td>488</td>
<td>23%</td>
</tr>
<tr>
<td>45-54</td>
<td>432</td>
<td>21%</td>
</tr>
<tr>
<td>55-64</td>
<td>212</td>
<td>10%</td>
</tr>
<tr>
<td>65+</td>
<td>164</td>
<td>8%</td>
</tr>
<tr>
<td>Past year alcohol use</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>119</td>
<td>12%</td>
</tr>
<tr>
<td>Yes</td>
<td>58</td>
<td>88%</td>
</tr>
<tr>
<td>U.S. citizenship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>468</td>
<td>70%</td>
</tr>
<tr>
<td>No</td>
<td>627</td>
<td>30%</td>
</tr>
<tr>
<td>English proficiency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Poor</td>
<td>312</td>
<td>15%</td>
</tr>
<tr>
<td>Fair</td>
<td>485</td>
<td>23%</td>
</tr>
<tr>
<td>Good</td>
<td>654</td>
<td>31%</td>
</tr>
<tr>
<td>Excellent</td>
<td>636</td>
<td>30%</td>
</tr>
<tr>
<td>Marital status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Married/cohabiting</td>
<td>1,470</td>
<td>70%</td>
</tr>
<tr>
<td>Divorced/separated/widowed</td>
<td>182</td>
<td>9%</td>
</tr>
<tr>
<td>Never married</td>
<td>443</td>
<td>21%</td>
</tr>
<tr>
<td>Race/ancestry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vietnamese</td>
<td>520</td>
<td>25%</td>
</tr>
<tr>
<td>Filipino</td>
<td>205</td>
<td>24%</td>
</tr>
<tr>
<td>Chinese</td>
<td>600</td>
<td>29%</td>
</tr>
<tr>
<td>All Other Asian</td>
<td>467</td>
<td>22%</td>
</tr>
<tr>
<td>Region of country</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Northeast</td>
<td>152</td>
<td>7%</td>
</tr>
<tr>
<td>Midwest</td>
<td>91</td>
<td>4%</td>
</tr>
<tr>
<td>South</td>
<td>145</td>
<td>7%</td>
</tr>
<tr>
<td>West</td>
<td>1,707</td>
<td>82%</td>
</tr>
<tr>
<td>Smoker</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>1,466</td>
<td>71%</td>
</tr>
<tr>
<td>Yes</td>
<td>609</td>
<td>29%</td>
</tr>
<tr>
<td>Sex</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Male</td>
<td>998</td>
<td>48%</td>
</tr>
<tr>
<td>Female</td>
<td>1,097</td>
<td>52%</td>
</tr>
<tr>
<td>Received medication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>97</td>
<td>5%</td>
</tr>
<tr>
<td>No</td>
<td>1,492</td>
<td>71%</td>
</tr>
<tr>
<td>Received therapy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>80</td>
<td>5%</td>
</tr>
<tr>
<td>No</td>
<td>1,509</td>
<td>71%</td>
</tr>
<tr>
<td>Utilization of mental health</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>43</td>
<td>2%</td>
</tr>
<tr>
<td>No</td>
<td>1,300</td>
<td>62%</td>
</tr>
</tbody>
</table>

This is an example of the first page of a table that is longer than one page in length, split onto two pages. A table can only be split if it is longer than one page in length. Notice that there is no line at the bottom of a table that continues on another page.
### TABLE 1. Continued

<table>
<thead>
<tr>
<th>Variable name</th>
<th>Attributes</th>
<th>$f$</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overnight stay</td>
<td>Yes</td>
<td>11</td>
<td>5%</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>2,047</td>
<td>98%</td>
</tr>
<tr>
<td>Extended stay</td>
<td>Yes</td>
<td>22</td>
<td>5%</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>2,036</td>
<td>98%</td>
</tr>
<tr>
<td>Ever used marijuana</td>
<td>1 = Yes</td>
<td>391</td>
<td>19%</td>
</tr>
<tr>
<td></td>
<td>2 = No</td>
<td>1,702</td>
<td>81%</td>
</tr>
<tr>
<td>Ever used hashish</td>
<td>1 = Yes</td>
<td>91</td>
<td>5%</td>
</tr>
<tr>
<td></td>
<td>2 = No</td>
<td>2,002</td>
<td>99%</td>
</tr>
</tbody>
</table>

This is an example of the second page of a table that is longer than one page in length. Notice that a title with the table number and the word “Continued” is used at the top of the page and that the column headings used at the beginning of the table are repeated. Text can be added after the end of the table or the rest of the page can be blank.
This is an example of a figure on a page with no text. Notice that the same amount of blank space is used above and below the figure. Bold font is used for the figure caption, all upper case letters are used for the word FIGURE and a period is used after the figure number. Sentence style caps are used for figure captions and a period is used at the end of figure captions. Single line spacing is used if a figure caption is longer than one line.
FIGURE 1. Lung cancer rates as radon levels in the body increase. WLM = Working Level Month; 1 WL exposure for 170 hours.

Lead (Pb) is formed from the decay of $^{222}$Rn. Shown in Figure 2 is a typical deposition rate of $^{210}$Pb as observed in Japan as a function of time, due to variations in radon concentration.

If exposure to radon is prolonged and the dosage is high, the effects increase, causing flu-like symptoms and possibly leading to death. Radon poisoning does not show up on a regular medical examination; however, samples of a person’s lung, urine, and bone tissue can show signs of the decay properties of radon [33].

There is no treatment for moderate to severe radon poisoning. Long-term effects for low radon poisoning may not show up in the human body until the person advances in age. The treatment for eliminating the direct effects of radon poisoning (i.e., flu-like sickness, lung irritation, and lightheadedness) is simple since radon dissipates quickly in open areas. The person suffering from Radon sickness should first be removed from the contaminated area and taken to

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